THE COMMONWEALTH OF MASSACHUSETTS
EXECUTIVE OFFICE OF PUBLIC SAFETY AND SECURITY

MASSACHUSETTS EMERGENCY MANAGEMENT AGENCY
400 Worcester Road Framingham, MA 01702-5399
Tel: 508-820-2000 Fax: 508-820-2030
Website: www.mass.gov/mema

Charles D. Baker
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Karyn E. Polito
Lieutenant Governor

Daniel Bennett
Secretary

Kurt N. Schwartz
Director

Massachusetts Tier II Manager System: Registration Instructions

Registration is a one-time process; if you have already registered to use this system you do NOT need to do so again. If you have previously registered, but do not have your user name or password please contact MEMA (contact details are on page 2). Please do NOT create a new account.

Massachusetts EPCs and Fire Departments would NOT register to use this system.

Please note that only individuals may register to use this system. It is recommended that the individual who registers be the individual who will submit the Tier II report for the facility.

For consultants who wish to register on behalf of their client facility, we require an 'authorization email' from the facility stating the consultant(s) is authorized to access the facility records.

This 'authorization email' must be sent **by the facility** to Tier2@state.ma.us and contain the name(s) of the consultant(s), the name and address of the facility, and contact information (name, address, phone number, and email address) for the primary point of contact at the facility. **Please enter 'Tier II Manager System Consultant Authorization' in the email subject line**.

MEMA will review these emails and follow-up (within one week) with the consultant and facility. Consultants should not register until an authorization email has been sent and follow-up has been completed by MEMA.

1. Tier II report filers should go to the Tier II Manager website here: https://massachusetts.hazconnect.com

   Please note the following prerequisites for use of the system:

   - Browser: Internet Explorer 10 (non-compatibility mode) or higher; Firefox 20 or higher; Chrome 26 or higher;
   - Components: Adobe Acrobat Reader (free download);
   - Settings: Enable Javascript in your Browser (browser setting); Turn off the pop-up blocker in your Browser (browser setting).

2. Click 'Register'. The system will be set to Reporting Facility/Business Facility User. **Please do not change this setting**. Click 'Next', which will bring you to the New User Registration page (see pages 3-5 of this memo).

3. Fill in all ***** fields per given instructions; **please note that you will (per the instructions) set your own user name and password.**

   For consultants (after above-referenced 'authorization email' has been sent and approved):

   - If you are filing for **one** facility, please enter that facility name in the 'Company Name' field.

   - If you are filing for **multiple** facilities, please enter your company name in the 'Company Name' field. **In addition**, please send an email to Mayra.Quintana@state.ma.us that references your registration request and includes a list of the facility names you will be submitting reports for.

4. Once complete; click 'Submit'.

5. You will then receive an email that your registration information has been sent for approval and that you will be contacted shortly. Please allow up to one week for processing of your registration.

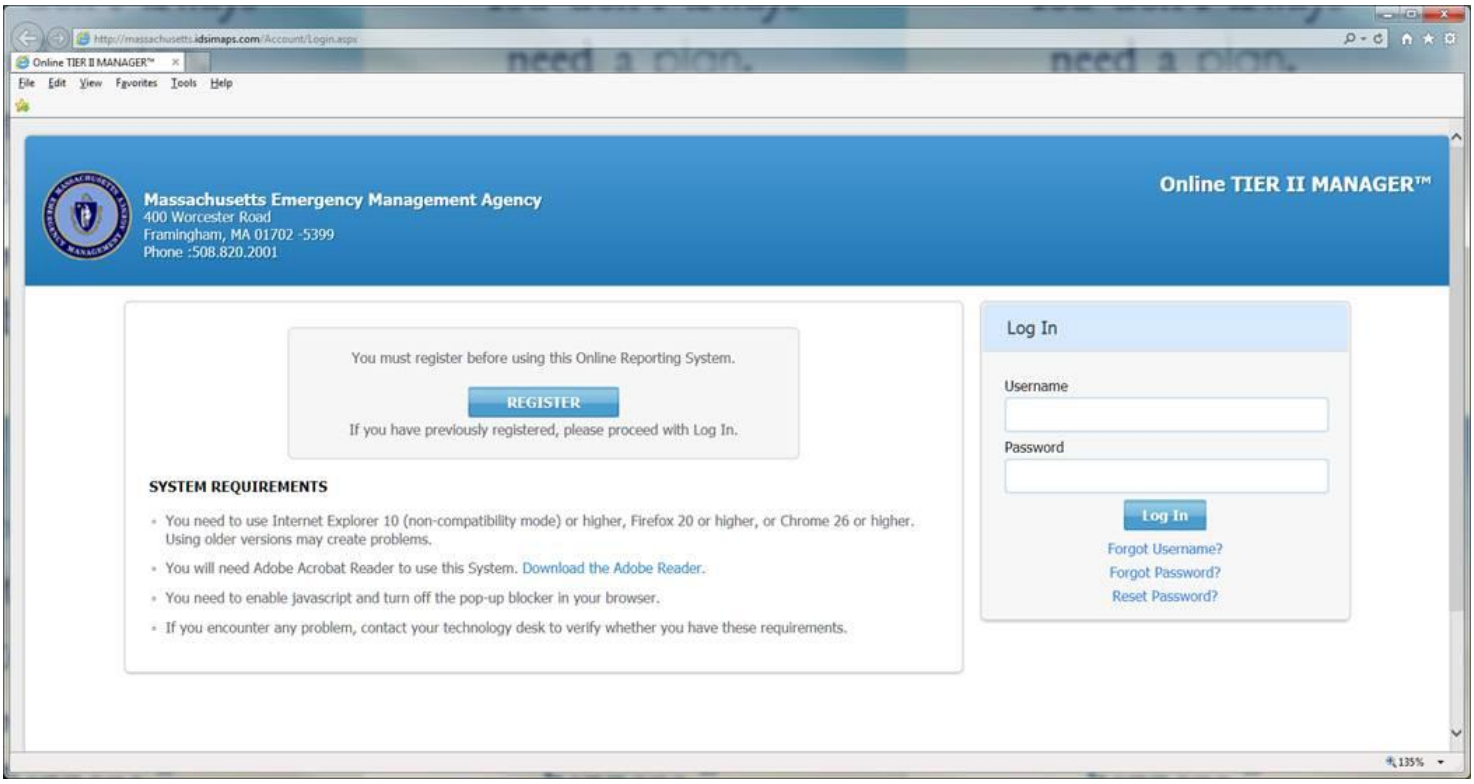
6. Once approved, you will receive an email stating you have been registered.

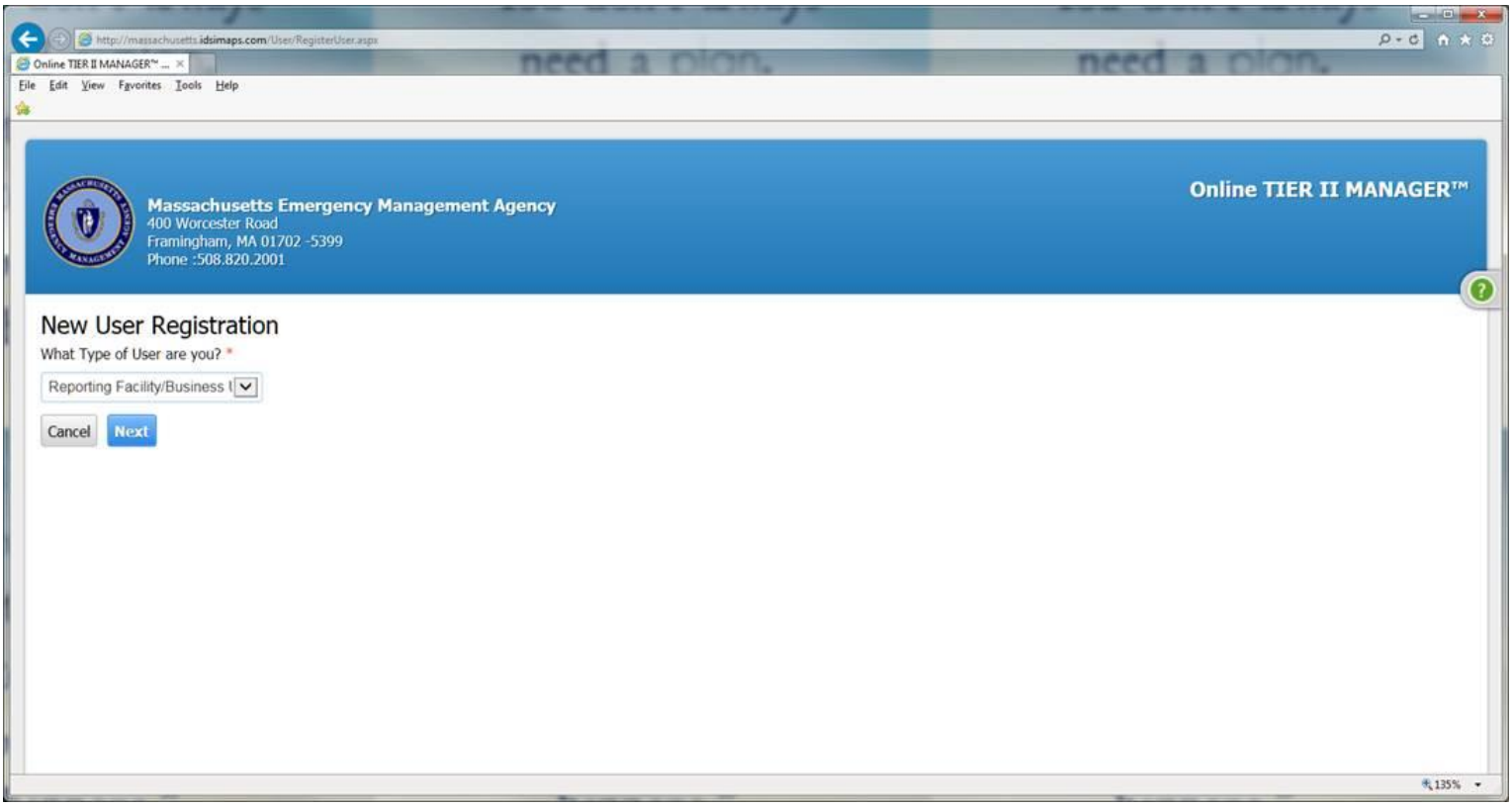
7. Once you have received the registration approval email, please log into the Tier II Manager System (https://massachusetts.hazconnect.com) with your username and password.

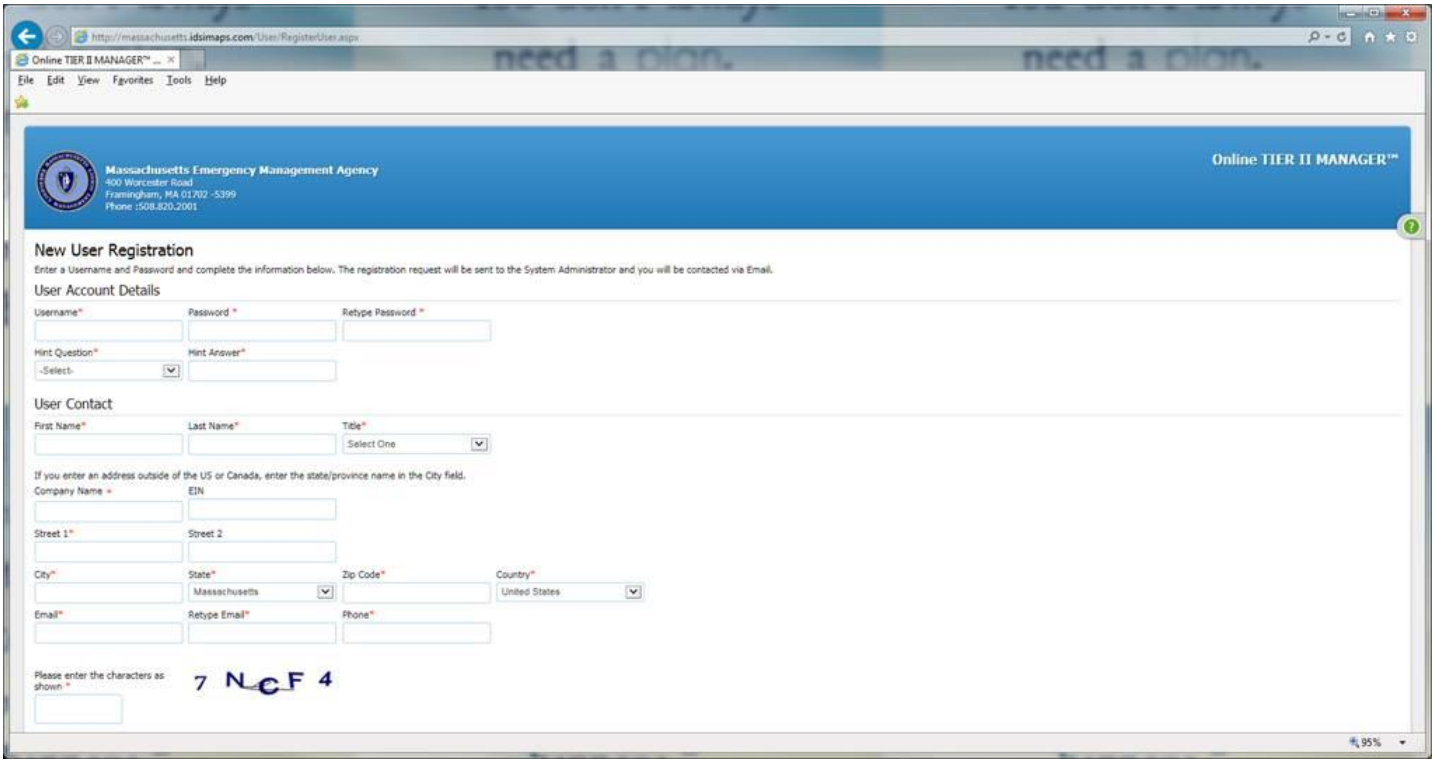
8. After your registration has been approved, you should be able to view (as applicable) prior year reports for your facility. **If you do not see your reports, please contact MEMA.**

If you have any questions regarding the Tier II Manager System, please contact Mayra Quintana (508.820.2041; Mayra.Quintana@state.ma.us) **or** Jeff Timperi (508.820.2019; Jeff.Timperi@state.ma.us) **or** Paula Krumsiek (508.820.1424; Paula.Krumsiek@state.ma.us)

Tier II Manager System 'New User Registration Pages'




http://massachusetts.idsimaps.com/User/RegisterUser.aspx
Online TIER II MANAGER™ ...
File Edit View Favorites Tools Help
Massachusetts Emergency Management Agency
400 Worcester Road
Framingham, MA 01702 -5399
Phone :508.820.2001
Online TIER II MANAGER™
New User Registration
What Type of User are you? *
Reporting Facility/Business
Cancel
Next
135%


http://massachusetts.idsimaps.com/User/RegisterUser.aspx
Online TIER II MANAGER™ ...
File Edit View Favorites Tools Help
Massachusetts Emergency Management Agency
400 Worcester Road
Framingham, MA 01702 -5399
Phone :508.820.2001
Online TIER II MANAGER™
New User Registration
Enter a Username and Password and complete the information below. The registration request will be sent to the System Administrator and you will be contacted via Email.
User Account Details
Username*
Password *
Retype Password *
Hint Question*
-Select-
Hint Answer*
User Contact
First Name*
Last Name*
Title*
Select One
If you enter an address outside of the US or Canada, enter the state/province name in the City field.
Company Name *
EIN
Street 1*
Street 2
City*
State*
Massachusetts
Zip Code*
Country*
United States
Email*
Retype Email*
Phone*
Please enter the characters as shown *
7 NcF 4
95%